Flat Classroom Checklists

## This is a checklist NOT a how to – how-to intructions are on our help wiki – <http://projecthelp.wikispaces.com>

## Part 1 – Getting Started

* Join the Diigo group by giving Mrs. Vicki the name and password you’d like to have. – http://bookmark.flatclassroomproject.com
* Install the Diigo toolbar in firefox.
* Go to last year’s project along with other people who are in your same “wiki group”
* Bookmark appropriate links from their pages and summarize with your comments.
* As Mrs. Vicki Leads you, Embed the “Diigo Tag Roll” for your group at the bottom of your page.
* Leave a message on the wiki discussion tab for your partners about what you’ve done today and any comments on things you think your group should consider.

## Part 2 – Connecting and Getting Started

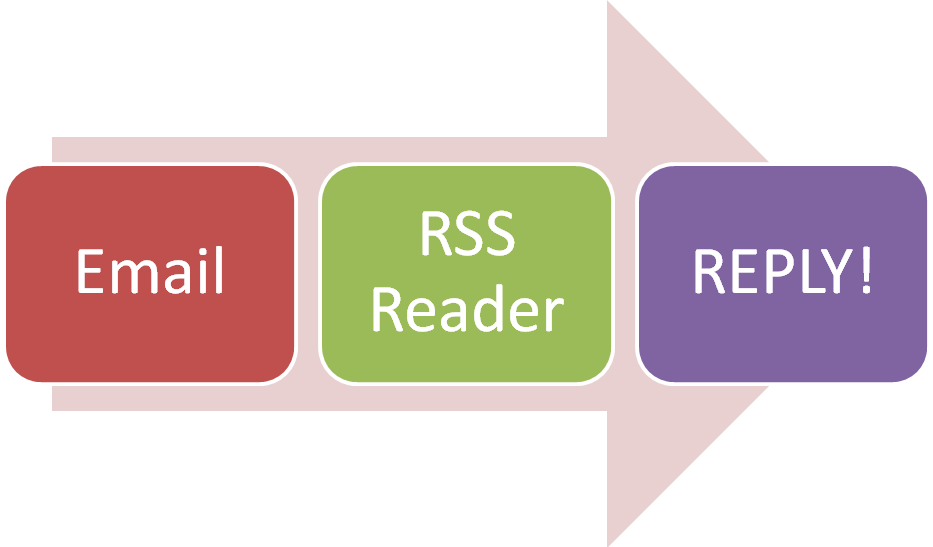
* Add a hyperlink to your Ning page on the wiki team page - http://flatclassroomproject2008.wikispaces.com/Teams
* Delete instructions, but when you do, put in the comment that you deleted the instructions, so you can go back and see those. You may choose to leave some instructions in and hyperlinks for how to do things.
* Begin editing the page, particularly the introduction. You will have an effective edit when you have at least 100 words.
* Leave a comment on the wiki about what you’ve done.
* Link from the team page to your Ning profile

## Part 3 – Set up your personal Learning Network (PLN)

* Today, we’re going to set up an igoogle page so you can track everything happening on your project. Go to [www.igoogle.com](http://www.igoogle.com) and click sign in – if you have a google account or gmail, just use your current username and password.
* Add Wiki edits for your main wiki page
* Add discussions for your main wiki page to your reader
* Go to reader.google.com – I’ll teach you how to add the blogs of your group members – just follow them on the Teams page - <http://flatclassroomproject2008.wikispaces.com/Teams> and then add the rss feed for their blog to google reader.
* Add All Group member’s blogs to igoogle.
* Add Mrs. Davis’ Ning blog to your Google Reader.
* Add the google reader widget to your igoogle page.
* Add the Google Calendar for this class AND flat classroom to your Google Calendar – <http://calendar.google.com>
* Add a Google News Search on your topic to your igoogle page.
* Put a hyperlink widget with links to the Ning (<http://ning.flatclassroomproject.com>) , Wiki (<http://wiki.flatclassroomproject.com>) , and Bookmarking Group (<http://bookmark.flatclassroomproject.com>) and help wiki (<http://help.flatclassroomproject.com>).

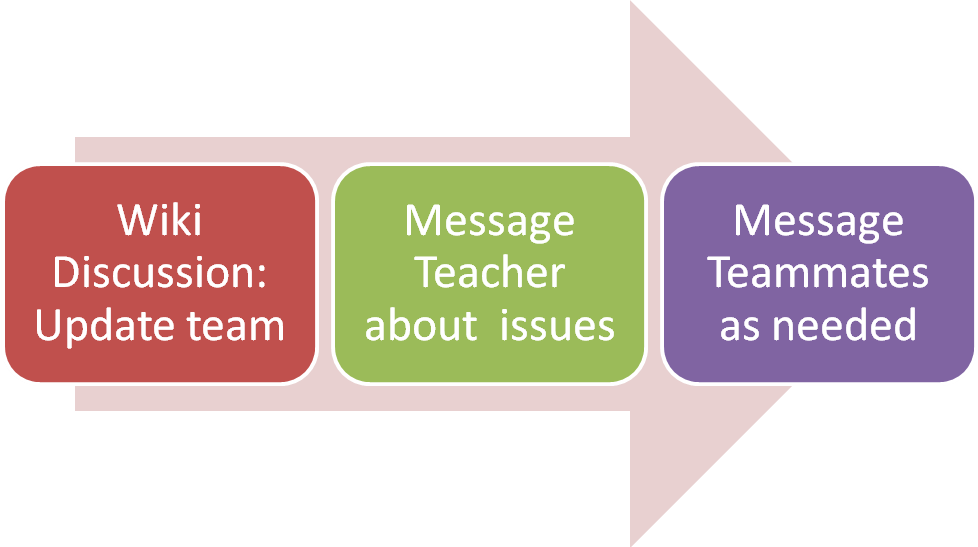
### Part 4 – Wiki Editing Phase

Start Your Day Like This:



Then, move to the wiki editing, look at the wiki grading rubric and make sure that you’ve met the requirements.

The last 5-10 minutes of class should be spent like this:



Leave a message on the wiki page about what you did that day and what needs to be done next. Ask yourself these questions:

* Are there any places on the wiki that are weak?
* Are there any places that need more hyperlinks?
* Do quotations need references?
* Is the wiki graphically appealing?
* Is everything on the wiki understandable to an “average” person?
* Is everyone contributing? Are there any issues that need to be discussed?
* What needs to happen next?
* Did you turn up anything new in your research that should become part of what you’re discussing?

These are the things you may want to include in your comments and notes about the work for the day.

## Part 5 – Digital Movie Phase

* Watch at least 2-3 movies from the Flat Classroom Project Hall of Fame - <http://projecthelp.wikispaces.com/Video+Hall+of+Fame>
* Brainstorm ideas for your movie topic by yourself and with your team.
* Draft a Script for your movie. (See <http://projecthelp.wikispaces.com/> for help on your video and for procedures)
* Draft your storyboard for your film.
* Post your outsourced movie request (<http://projecthelp.wikispaces.com/Outsourced+Video>) - be as specific as possible – share the script and storyboard if possible.
* Sign up to do the movie for another person.
* Create the outsourced movie that you created for another person and post it on the Ning (<http://projecthelp.wikispaces.com/Outsourced+Video>)
* Retrieve your outsourced movie from another person.
* Create your movie and post (<http://projecthelp.wikispaces.com/Video+Specifications>)

## Part 6 – Post Project Reflection

* Blog your post project reflection according to the guidelines from Mrs. Davis. (posted on her blog)